



U Serve Utah

Utah Commission on Service & Volunteerism

COMMISSION MEETING
May 30, 2013 2:00 P.M. to 4:00 P.M.
State Library, Room 217

ATTENDEES

COMMISSIONERS

Ron Humphries
Jake Murakami
Jeanne Hall
Julie Fisher
Chris Bray
Dwight Rasmussen
Bill Crim
Kris Hamlet
Erica Dahl
Mark Thomas for Greg Bell
Allie Schroeder

STAFF

LaDawn Stoddard
Jana Larsen
Susan Hayward
Tracy Healey
Katie Barlow
Ann Dent

EXCUSED

Sue Okroy
Anne O'Brien

Carol Hunter
Martell Menlove
David Buhler

DID NOT ATTEND

Gail Miller
John Curtis
Jose Enriquez
Lori Giovannoni
Jennifer Hogge

AGENDA

2:00 PM WELCOME/GOVERNANCE

*Ron Humphries
Commission Chair*

New Commissioners Kris Hamlet was welcomed. Kris currently serves as the deputy director for the division of emergency management working with many of the emergency response programs such as CERT, medical reserve corps, etc. as well as the Lieutenant Governor's Be Ready campaign. Anne O'Brien, Dwight Rasmussen and Allie Schroeder have been reappointed as commissioners for another term.

2013 Meeting Schedule set forth. Next commission meeting will be July 18. Commissioner meetings are in yellow and other events going on at the commission listed on the calendar. Sept 26 will be the strategic planning meeting to come up with some strategic plans. November 21 will be the final meeting for 2013.

2014 meeting schedule proposed beginning January 9. Discussion centered around setting a specific day for commission meetings. Considering the second Thursday of every other month beginning in January. No vote was taken. Staff will send out calendar invites to all commissioners via email.

Approval of minutes not completed due to absence of a quorum.

Two more conferences on service upcoming. The Lieutenant Governor will tentatively be in attendance at both. The Southern conference will be held August 7 at the Heritage Center in Cedar City and the Eastern conference will be in Price at SUU on September 17.

Currently established subcommittees with focus areas will be left as is and operate as normal until the end of the calendar year. Committees and focus areas for 2014 will be redrawn in September. An updated strategic framework will be distributed in July and will be discussed in September's meeting.

2:10 PM COMMISSION DUTIES

*Ron Humphries
Commission Chair*

LaDawn has itemized responsibilities of the commission and outlined a performance goal for each. Commission meetings in the past have been focused on information dissemination. The Commission would like to start focusing commission meetings on results and have put performance goals for each of the items to be responsible for, including federally-mandated AmeriCorps administration duties. Most of the duties will be determined after the strategic planning process. Many of the items on the Commission Responsibilities document are not currently taking place but are the process of being implemented. No feedback was given on changing any of the responsibilities. Voting on approval of Commission Responsibilities document to be completed with a quorum in July meeting.

Executive Director will be evaluated by performance goals and plan established with Department Director as well as an evaluation by Commissioners to be developed. Ron will put together a questionnaire to send to board members before the next meeting for their input. Questions will focus on image, policy, direction, execution, and other areas that commissioners interface with Executive Director on.

2:30 PM STATE COMMISSION NATIONAL LANDSCAPE

*Jake Murakami
CNCS State Director*

History of state commissions, purpose, function, etc discussed. Commissions are a federal mandate to administer AmeriCorps funds on a state level. Many commissions take on additional duties such as promoting volunteerism, disaster preparedness, and more. Jake reported information received from a survey administered by the American Association of State Commissions distributed to all state commissions in the nation. Survey results share typical makeup and organization of commissions around the nation. Handout shares information from a national survey from commissions on roles, priorities, challenges, structure, etc.

3:00 PM COMMISSION PROGRAMS

*LaDawn Stoddard
Executive Director*

AmeriCorps is not an optional function of the commission. The handout "45 CFR ... Duties of a State Commission" outlines the specific role the commission has in administering AmeriCorps. Discussion of our role within the program, how we administer AmeriCorps, the application, monitoring, and review process, as well as the staff member's job description relevant to this program. The purpose of this discussion was to educate commissioners on the program. The Commission is currently in the middle of the review process for applications to receive state formula funding. A review committee is being formed and will be meeting in June to determine funding. Two of our state programs are being seriously considered for funding through a national competition with the Corporation for National & Community Service which funds all AmeriCorps programs. If these two programs are funded nationally, that frees up state allocated formula dollars to provide more funding to other state programs. Additional discussion on the funding process set forth.

Utah Commission on Service and Volunteerism will be convening a committee with the Utah branch of the Corporation for National and Community Service to develop a state service plan for seniors in Utah. Specific individuals are required to assist in putting together this plan. There will be a separate subcommittee convening to bring the full board information about national service. The state needs to submit a new state service plan in November to the federal agency in order to receive more funding.

One duty of commissioners is to understand what is going on with AmeriCorps programs. An AmeriCorps progress report was included which gives an overview of AmeriCorps and demographic information about where volunteers come from and what populations are served. Performance measures for the programs included. This is a mid-year review so many of the measures are ongoing..

3:30 PM UTAH SURVEY DATA

Commission Staff

Deferred until the July meeting.

4:00 PM ADJOURN

ACTIONS TO BE COMPLETED BY COMMISSION

Ron will put together a survey for commissioners to evaluate Executive Director by next board meeting in July. Draft sent out by June 15. Comments and responses due by June 19. Final document to be completed and submitted to Julie by June 24.

Strategic Framework document will be updated and sent out for July meeting.

Approval of March board meeting minutes to be done through email.

Meeting to determine funding for State funding before next commission meeting (week of June 24). Commission gives authority to committee to approve and then full commission will ratify the committees decision. LaDawn will send this information out.

ADDITIONAL FOLLOWUP

Staff to send out calendar invites for future commission meetings through 2013

Service Survey data to be shared at July Meeting

DATES TO REMEMBER

July 18	Commission Meeting
Aug 7	Southern Utah Conference on Service, Cedar City
Aug 7	Eastern Utah Conference on Service, Price
Sept 26	Commission Meeting
Nov 21	Commission Meeting

THE UTAH COMMISSION ON SERVICE AND VOLUNTEERISM (UCSV) is the state's central coordinating body for service and volunteerism. The Commission is responsible for developing, implementing, and sustaining a vision and culture of civic engagement and national and community service within the state. UCSV does this through; promoting volunteerism; administering National Service programs; connecting people with opportunities to serve; building organizational capacity for effective volunteer engagement and; participating in strategic initiatives that mobilize volunteers to meet local needs.